

Department of the Interior, U.S. Fish and Wildlife Service Job Analysis

Title: Refuge Operations Specialist

Series: GS-485

Grade: 12

Org Code:

Position Number: R398047

A. Duties of the position	B. KSAs necessary to perform duties	C. Ratable (Y/N?)	D. Selective factor (Y/N?)	E. Importance	Rationale for decisions in columns C, D, E
Carries out active stewardship of natural resources to enhance or protect trust resources.	Knowledge of theories, principles, and methods of natural resource conservation and management to conserve, protect, and propagate various species.	Yes	No	1	Required for this position
Responsible for the operational aspects of the coordination, planning, implementation, and administration of activities associated with a refuge/wetland management district.	Ability to manage public or private lands and their associated natural resources.	Yes	No	1	Required for this position
Directs a variety of programs, including law enforcement, safety, fire management, biological monitoring, land acquisition, and refuge maintenance.					
Supervises a multi-disciplinary staff in the administration of refuge programs.	Ability to plan, direct, supervise, or coordinate the work of others.	Yes	No	1	Required for this position
Plans, schedules, attends, and conducts meetings with elected officials, varying levels of government units, and interest groups.	Ability in meeting, dealing, and negotiating with diverse individuals and groups.	Yes	No	1	Required for this position
Plans and directs a comprehensive public relations/public use program.	Ability to effectively communicate both orally and in writing.	Yes	No	1	Required for this position